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DATE: October 17, 1991

TO: District Engineers
District Field Engineers
District Construction Engineers
Resident/Project Engineers

FROM: William J. Kasip
Acting Construction Engineer

RE: CONSTRUCTION INSTRUCTIONAL MEMORANDUM 1991-15
Recommendations - Originals and Copies

There have been several instances where copies of a recommendation have been sent to Lansing a week or so after the original is sent. This results in the recommendation being processed twice, causing a double entry of the pay item. It can also cause unnecessary processing of an overrun or extra to the Administrative Board.

To prevent this duplication of entries, it is requested that only original recommendations be submitted to Lansing. In rare cases where a copy is needed to replace a lost original, the Lansing Office will specifically request a copy.

Acting Construction Engineer

WJK: KPB: srh

cc: Lansing Staff Engineers
Lansing Staff Technicians
S. Wehrle
S. Olszewski
Local Services Division
M & T Division
Design Division
MRBA

Index Subject: Authorization